



Entering a New Vehicle into AiM

This is the responsibility of Property Accounting

1. Log into AiM using your credentials, click on Asset Management menu Link on the left hand side of the screen
2. Click on the New Icon (sheet of paper) next to the menu option labelled 'Master Asset Profile'.
3. You are now ready to enter all of the information on the new vehicle.
 - a. The fields that are highlighted RED are required fields which means you cannot save the record until these are populated at a minimum.

The screenshot shows the AiM system interface for entering a new vehicle record. The top bar displays the asset ID '00000000035' and the description 'CAR 2001 INTREPID SEDAN SE 4DR'. The left sidebar contains a tree view with categories like Region, Facility, Property, Location, Warehouse, and Bin. The main area is divided into several sections: 'Attributes' with fields for PM Route, Route Sequence, Lockout/Tagout (highlighted in red), Manufacturer (DODGE), Model (INTREPID SE), Serial Number, and Part; 'Condition Assessment' with fields for Purchase Date and Purchase Cost; 'User Defined Fields' with fields for Department/Org and Property Custodian; and 'Related Documents' with an 'ADD' button. The right sidebar shows the 'PROPERTY ACCT' section with fields for Asset Type (VEHICLE), Asset Group (CAR), Rentable (No), and Replacement Tag (492000000196, highlighted in red). The bottom bar contains a 'Component Asset' table with columns for Sequence, Asset, Description, Asset Type, Asset Group, Replacement Tag, and Status.

4. Click on the Attributes menu option on the left and populate the information accordingly.
5. Click on the Condition Assessment menu option on the left and enter the Purchase Date and Purchase Cost information
6. Click on the User Defined Fields menu option on the left and enter the Department/Org and Property Custodian information (as per OMNI records) - This is who will receive all information moving forward regarding the vehicle
7. Click on Related Documents and upload any information related to the purchase of the vehicle
 - a. Click on Related Documents menu option
 - b. Click ADD
 - c. Navigate to location of document , click NEXT
 - d. Zoom on the Type field and select the appropriate document type, click Next and then DONE
8. You can now click on DONE on the top menu and then SAVE to complete the record entry. Once you click SAVE the FVMP Coordinator will receive a notification that a vehicle has been added and they will setup the PM schedule on the asset. Once the PM is setup, the FVMP coordinator will change the status to ENTERED and the Property Custodian that you listed under the User Defined Fields menu option will be notified that their vehicle is ready to move to an IN-SERVICE status.